

old form?

BICENTENNIAL INFORMATION NETWORK

Instructions for Project Information Input Form No. 1

This form is divided into two parts; the Project Information Section (Part I) and the Master Calendar of Events Section Part II). Part I must be filled out as completely as possible for each project or event. Part II should be filled out for each event as defined in the attached "Glossary of BINET Input Form Terms."

It is hoped that between this "Glossary" and the instructions on the form, it will be easy for a project submittor to fill out the forms. Please follow the instructions exactly. This will enable the BINET operators to key punch the information into the system directly from these forms.

If possible, please submit this form through your State Bicentennial organization for its knowledge and approval, and submission to BINET. If this is not possible, please send them a courtesy copy.

In filling out the descriptive portions of Part I, standard or easily recognizable abbreviations are not only acceptable but strongly encouraged so as to include as much information as possible. Please do not exceed the number of spaces given on the form for such items.

INCLUSION OF A PROJECT OR EVENT IN BINET DOES NOT IMPLY
OFFICIAL RECOGNITION AT THE NATIONAL LEVEL.

Immediately upon entry into BINET the sponsor organization and the State Bicentennial Organization(s) concerned will be sent a copy of all the information entered into BINET for that particular project. This will be for information and editing purposes, if necessary.

This form is provided for additional events that have the same project classification and presentation form. If the project classification and/or presentation form is different for any additional event, a new complete project input form must be completed for each such event.

Any changes or additions to any of the information concerning a project should be promptly submitted to BINET, 736 Jackson Place, N.W., Washington, D. C. 20276. Please use the BINET assigned Project Number as the main identifier when requesting any change in reported information.

Your cooperation will help assure the success of BINET and the Bicentennial commemoration.

GLOSSARY OF BINET INPUT FORM TERMS

PROJECT

A significant international, national, State and local Bicentennial activity. Significant local activities must attract at least Statewide interest.

EVENT

A significant international, national, State and local Bicentennial event that is site and time oriented. Significant local events must attract at least Statewide interest.

PROJECT TITLE

Each project should be given a brief title best illustrating its purpose or theme.

BRIEF DESCRIPTION OF PROJECT

Phrases instead of complete sentences and standard abbreviations should be used to describe as succinctly as possible, but at the same as illustrative as possible, the exact nature of the project.

THEMATIC PROGRAM AREA

Use the following guidelines in deciding which thematic program area most closely fits the project's major thrust.

Heritage '76..... The activity primarily supports the objective that all Americans have the opportunity to experience the heritage and values of this nation.

Festival USA..... The activity primarily supports the objective that citizens of all countries have access to and participate in festive and cultural events and projects honoring America's 200th anniversary commemoration.

Horizons '76..... The activity primarily supports the objective that Americans establish or achieve new goals during the Bicentennial Era.

REGION: The ten standard Federal Regions are divided by State boundaries as follows:

New England . . . Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, Vermont

Eastern New Jersey, New York, Puerto Rico,
Virgin Islands

Mid-Atlantic . . . Delaware, District of Columbia,
Maryland, Pennsylvania, Virginia,
West Virginia

Southern Alabama, Florida, Georgia, Kentucky,
Mississippi, North Carolina, South
Carolina, Tennessee

Mid-West Illinois, Indiana, Michigan, Minnesota,
Ohio, Wisconsin

Plains Iowa, Kansas, Missouri, Nebraska

Southwest Arkansas, Louisiana, New Mexico
Oklahoma, Texas

Mountain Colorado, Montana, North Dakota,
South Dakota, Utah, Wyoming

Pacific American Samoa, Arizona, California,
Guam, Hawaii, Nevada

Northwest Alaska, Idaho, Oregon, Washington

CONCEPTUAL

Those projects which appear to be suitable but require further feasibility analysis.

PLANNING

Those projects which are suitable and feasible and for which a commitment of resources has usually been made.

IMPLEMENTATION

Those projects for which definitive plans have been developed and which are likely to be accomplished.

OPERATIONAL

Those projects which are available for the intended audience.

GENERAL AUDIENCE

Audience estimates should be provided only when accurate estimates are feasible.

SPECIAL INTEREST

Should be broadly defined as those who are the target of a project, such as spectators, readers of a book project, and the like. It does not include participants in the project's creation or operation.

MASTER CALENDAR OF EVENTS INFORMATION

In Item 24, fill out the project title and a very brief description of each event occurring under the overall project. If this is the same for each event, so indicate on succeeding entries.

GENERAL

For the spelling of the city locations wherever called for, please use the spelling given in the U. S. Postal Service's National Zip Code Directory. This must be done to ensure conformity of spelling. The standard two-letter State abbreviations and abbreviations for street designators and for words that appear frequently in place names are given on page vii of this volume. Also in this volume on page vii through xii, are abbreviations for postal locations which cannot be abbreviated to 13 characters and spaces. Please use these when applicable.

☐ Initial Entry
☐ Update Entry
☐ (Check one)

PRELIMINARY
BICENTENNIAL INFORMATION NETWORK (BINET)
PROJECT INFORMATION INPUT FORM NO. 1

BINET PROJECT NO. _____

For BINET use only

GENERAL

Numbers in parentheses after information items indicate maximum number of spaces provided for alphabetic characters, numbers, punctuation marks, symbols, and spaces between words for easy insertion into BINET. Exceeding this amount will require editing. PART I must be completed for all projects and events. PART II must also be completed for site/time oriented events that will be included on the Master Calendar of Events.

Please use a Number 2 pencil or softer to fill out this form.
Do not use ink or typewriter.

PART I

ITEM 1 PROJECT TITLE (50) _____

ITEM 2 PROJECT DESCRIPTION
Brief Description of Project (204) _____

ITEM 3 THEME AREA

Check the one program theme area most closely corresponding to the project's major thrust.

- ☐ 1. Heritage 76
☐ 2. Festival USA
☐ 3. Horizons 76

ITEM 4 GEOGRAPHIC SCOPE

Check the one geographic area which best describes the scope of the project.

☐ 01. International
☐ 02. National

☐ 03. State Level
☐ 04. Regional

ITEM 5 DATE EMPHASIS

If the project has its main thrust in a specific year, check appropriate year. If the project's main thrust will occur over a period of more than one year, check all years involved.

☐ 1. 1973
☐ 2. 1974
☐ 3. 1975

☐ 4. 1976
☐ 5. 1977
☐ 6. After 1977

ITEM 6 PROJECT CLASSIFICATION

The purpose of this classification category is to identify the one principal field of interest to which the project is most closely oriented. Please check the proper one.

☐ 01. Agriculture
☐ 02. Architecture
☐ 03. Archeology
☐ 04. Athletics
☐ 05. Business & Economics
☐ 06. Citizenship
☐ 07. Communications
☐ 08. Community Development
☐ 09. Crafts
☐ 10. Dance, Classical
☐ 11. Dance, Folk
☐ 12. Dance, Modern
☐ 13. Ecology
☐ 14. Education
☐ 15. Folk Culture
☐ 16. Government, Federal
☐ 17. Govt., State & Local
☐ 18. Graphic & Visual Aids
☐ 19. Health
☐ 20. Historic Personalities
☐ 21. History, American
 Revolution
☐ 22. History, General
☐ 23. Hospitality
☐ 24. Housing

☐ 25. International
 Relations
☐ 26. Labor
☐ 27. Legal
☐ 28. Leisure & Recreation
☐ 29. Literature
☐ 30. Maritime Affairs
☐ 31. Military Affairs
☐ 32. Music, Classical
☐ 33. Music, Folk
☐ 34. Music, General
☐ 35. Music, Opera
☐ 36. Music, Popular
☐ 37. Painting
☐ 38. Philosophy
☐ 39. Photography
☐ 40. Physical Development
☐ 41. Preservation
☐ 42. Religion
☐ 43. Science & Technology
☐ 44. Social & Behavioral
 Sciences
☐ 45. Sculpture
☐ 46. Theater
☐ 47. Transportation
☐ 48. Travel
☐ 49. Other (Specify)

ITEM 7 PROJECT PRESENTATION FORM

Check the one category most oriented: (a) To the way the project is to be presented or (b) to the form in which the project will take shape.

- | | |
|---|---|
| <input type="checkbox"/> 01. Award | <input type="checkbox"/> 22. Performance |
| <input type="checkbox"/> 02. Ceremony | <input type="checkbox"/> 23. Presentation |
| <input type="checkbox"/> 03. Coins | <input type="checkbox"/> 24. Program Facilitation |
| <input type="checkbox"/> 04. Commemoration | <input type="checkbox"/> 25. Publications, Books |
| <input type="checkbox"/> 05. Commissioning | <input type="checkbox"/> 26. Publications, Magazines |
| <input type="checkbox"/> 06. Competition | <input type="checkbox"/> 27. Publications, Newspapers |
| <input type="checkbox"/> 07. Conference | <input type="checkbox"/> 28. Publications, Pamphlets |
| <input type="checkbox"/> 08. Construction | <input type="checkbox"/> 29. Publications, Other |
| <input type="checkbox"/> 09. Convention | <input type="checkbox"/> 30. Radio |
| <input type="checkbox"/> 10. Convocation | <input type="checkbox"/> 31. Recording |
| <input type="checkbox"/> 11. Educational Course | <input type="checkbox"/> 32. Research |
| <input type="checkbox"/> 12. Exchange | <input type="checkbox"/> 33. Restoration |
| <input type="checkbox"/> 13. Exhibit | <input type="checkbox"/> 34. Seminar |
| <input type="checkbox"/> 14. Exposition | <input type="checkbox"/> 35. Stamps |
| <input type="checkbox"/> 15. Fair | <input type="checkbox"/> 36. Survey |
| <input type="checkbox"/> 16. Fellowship | <input type="checkbox"/> 37. Symposia |
| <input type="checkbox"/> 17. Festival | <input type="checkbox"/> 38. Television |
| <input type="checkbox"/> 18. Film | <input type="checkbox"/> 39. Theater |
| <input type="checkbox"/> 19. Medal | <input type="checkbox"/> 40. Tours |
| <input type="checkbox"/> 20. Model Project | <input type="checkbox"/> 41. Volunteer Effort |
| <input type="checkbox"/> 21. Parades | <input type="checkbox"/> 42. Other (Specify) _____ |

ITEM 8 STATUS

Check the current status of the project.

- ☐ 1. Conceptual
- ☐ 2. Planning
- ☐ 3. Implementation
- ☐ 4. Operational

ITEM 9 GENERAL AUDIENCE AFFECTED

Please give your best estimate of the size of the audience which the project will affect; show estimate in thousands (i.e., 250,000 = 250. Estimate _____).

ITEM 16 STATE/COUNTRY (2)

A. State _____

B. Foreign Country _____
(Fill in Name)

ITEM 17 ZIP CODE (5) _____

ITEM 18 PHONE NUMBER (10) _____
Area Code - Local Number

ITEM 19 SPONSOR CONTACT

Please give the principal person to contact within the sponsoring organization who will be most cognizant of the current and projected status of the project. Include not only the name but the person's title. (50)

ITEM 20 FUNDING INFORMATION

List in order of Fiscal Year (July 1 through June 30) the already spent, committed and anticipated funds required for the successful completion of the project by source, from prior to 1974 through Fiscal Year 1977. Please put these figures rounding off to the thousands of dollars; i.e., \$278,000 = \$278, \$1,536,900 = \$1,537, etc.

These funds do not necessarily have to be actual dollars committed, but can be interpreted, in dollar value, of commitments of volunteer services, equipment donated or loaned, or other such tangible contributions to the Bicentennial commemoration for this particular project or event.

This information is for BINET use only and will be aggregated so that no individual sponsor or organization or group thereof, can be identified. This information will not be released for public use. It is needed for archival purposes and for providing cost estimates for the total Bicentennial.

A. PRIVATE FUNDS
Fiscal Year

Amount (6)

Prior to 1974

1974

1975

1976

1977

B. STATE/LOCAL FUNDS
Fiscal Year

Amount (6)

Prior to 1974
1974
1975
1976
1977

C. FEDERAL FUNDS
Fiscal Year

Amount (6)

Prior to 1974
1974
1975
1976
1977

ITEM 21 ENTRY/UPDATE DATE

Enter the date on which this was forwarded to BINET for inclusion or updating in the Bicentennial Information Network

Mo / Da / Yr

ITEM 22 DATE OF NATIONAL RECOGNITION/ENCOURAGEMENT
_____. (For BINET use only)

Mo / Da / Yr

ITEM 23 _____ For BINET use only.

FORM COMPLETED BY:

(Name)

(Title)

PART II

Please fill out, as completely as possible, the time(s) and location(s) where the event will take place. This information is, of course, subject to changes, additions, deletions and revisions. If such is the case after original submission of this information, please forward to BINET such changes as soon as they become known, so that BINET may remain as current as possible. Please use the BINET assigned project number as the main identifier of the project when reporting any changes to the event listed in ITEM 24.

REGIONS (Use the following codes for the Region where each event under this project will take place)

- | | |
|-------------------|---------------|
| 01. International | 07. Plains |
| 02. New England | 08. Southwest |
| 03. Eastern | 09. Mountain |
| 04. Mid-Atlantic | 10. Pacific |
| 05. Southern | 11. Northwest |
| 06. Midwest | |

1. a. Brief Event Description (68) _____

b. City (13) _____
State (2) _____
Foreign Country _____
(Fill in Name)
c. Congressional District (2) _____
d. Region (2) _____
e. Start Date _____
Mo / Da / Yr
Stop Date _____
Mo / Da / Yr
f. BINET USE ONLY

☐ Initial Entry
☐ Update Entry
 (Check one)

BINET PROJECT NO. _____

NOTE: If there is more than one event connected with this project, please fill out the information requested below for each event. Number each additional event consecutively. If any of the information requested in Part I of this Project Information Input Form No. 1 is changed in connection with any additional events, a separate Project Information Form must be completed, in full, for each event. For example, if the Presentation Form (Item 7) is different for any additional event associated with a particular project, a separate Input Form must be completed for each such event.

ITEM 24 EVENTS

2. a. Brief Event Description (68) _____

- b. City (13) _____
 State (2) _____
 Foreign Country _____
 (Fill in Name)
- c. Congressional District (2) _____
- d. Region (2) _____
- e. Start Date _____
 Mo / Da / Yr
 Stop Date _____
 Mo / Da / Yr
- f. BINET USE ONLY _____
3. a. Brief Event Description (68) _____

- b. City (13) _____
 State (2) _____
 Foreign Country _____
 (Fill in Name)
- c. Congressional District (2) _____
- d. Region (2) _____
- e. Start Date _____
 Mo / Da / Yr
 Stop Date _____
 Mo / Da / Yr
- f. BINET USE ONLY _____

REPRODUCE THIS PAGE LOCALLY IF MORE THAN THREE EVENTS.

INT: 219-73